ST. LOUIS
ALCOHOLISM
REHABILITATION CENTRE

Post Office Box 220

St. Louis, Saskatchewan

S0J 2C0

ANNUAL REPORT
of the
BOARD OF GOVERNORS
FOR THE YEAR ENDING
MARCH 31, 2004

Provincial Auditor Saskatchewan

1500 Chateau Tower
1920 Broad Street
Regina, Saskatchewan
S4P 3V7

SASKATCHEWAN

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June 10, 2004

Ms M. Ketzmerick
St. Louis Alcoholism Rehabilitation Centre
Box 220
ST. LOUIS, Saskatchewan
S0J 2C0

Dear Ms Ketzmerick:

Re: St. Louis Alcoholism Rehabilitation Centre
2003 Annual Report

My staff have reviewed the faxed copy of the above draft Annual Report that you presented to us June 4, 2004.

This letter serves as your authority to include our signed auditor's report and related financial statements in the 2004 Annual Report of the St. Louis Alcoholism Rehabilitation Centre, provided no changes are made to the draft Annual Report presented for my inspection except for the changes discussed June 10, 2004.

Yours truly,

Fred Wendel, CMA, CA
Provincial Auditor

/kes

104-06798/

Minister of Health

SASKATCHEWAN

Legislative Building
Regina, Saskatchewan S4S 0B3

To The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

May It Please Your Honour:

It is my pleasure to present herewith the Annual Report of the Board of Governors, St. Louis Alcoholism Rehabilitation Centre, for the year ended March 31, 2004.

Respectfully submitted,

John T. Nilson, Q.C.
Minister of Health

St. Louis Alcoholism Rehabilitation Centre
Box 220
St. Louis, Saskatchewan S0J 2C0
Phone (306) 422-8533
Fax (306) 422-8488

To The Honourable J. Nilson
Minister of Health

Dear Mr. J. Nilson:

It is my honour to present, on behalf of the St. Louis Board of Governors, the Annual Report and audited financial statements for the fiscal year ended March 31, 2004.

Respectfully Submitted,

Christopher Mackintosh,
Chairperson.

BOARD OF GOVERNORS

Christopher Mackintosh, Chairperson
Shelley Belhumeur, Vice-Chairperson

Linda Greyeyes	Stanford Dignean	Robert McMahon
Keith Thorsteinson	Carol Fiedelleck	

CHAIRPERSON'S STATEMENT

The last year has been a year of change for the Board of Governors. We have seen long term and committed members leave the Board and new members with new ideas have joined us. As well, our Director, Roger Zelinski resigned in September, 2003 and we hired a new Director January 1st, 2004 after an extensive search process. The new Director of St. Louis, Michele Ketzmerick comes to us with extensive experience working with incarcerated individuals with addiction problems.

The Board has been busy reviewing and refocusing our program to better meet the needs of our clients. The center will be implementing changes to the program over the next year and evaluating the impact the changes have on client outcomes. There will also be changes in job function for some staff members and we are increasing opportunities for staff training. We are also reaching out to the community to strengthen partnerships and improve our referral network.

The Board of Governors of St. Louis is committed to a program that provides addiction services in order to reduce the incidence of drinking and driving as well as addressing different types of substance abuse problems. The board is committed to the concept of accountability to the Government and people of this province. The next twelve months of operation will see management and staff complete a number of tasks related to achieving that goal. At times change can be an unsettling process but it can also be exciting and challenging. The Board and staff of the St. Louis Rehabilitation Centre believe that the upcoming changes will provide quality and effective treatment for the most important person – the client.

Respectfully submitted,

Christopher Mackintosh, Chairperson,
St. Louis Board of Governors.

HISTORY AND BACKGROUND

In 1975 the final report of the Special Committee on Highway trafffic Safety was submitted to the Legislative Assembly. The report dealt with wide ranging issues of highway traffic safety, and among other things, recommended alternate sentencing options for persons convicted of impaired driving. In late 1976, the Saskatchewan Alcohol and Drug Abuse Commission and the Corrections Branch of the Department of Social Services (subsequently transferred to the Department of Justice) proposed an Impaired Driver Treatment Program aimed at repeat offenders. Provision was made in the 1977/78 budget to allow detailed planning to proceed for an in-patient treatment centre to function as an alternative to incarceration of repeat offenders. One of the goals of this treatment centre was to provide early intervention for those people who were alcohol dependent. The Prince Albert Council on Alcohol and Drug Abuse concurrently advised Government of the availability of the former Notre Dame College in St. Louis as a proposed sight for this program.

The St. Louis Board of Governors was appointed by the Minister of Health in early 1979, with a mandate to "operate an alcoholism rehabilitation hospital at St. Louis, Saskatchewan".

Funds were provided to renovate the building to a thirty bed capacity, and positions were allocated to the Department of Justice to provide screening and referral services and to the Saskatchewan Alcohol and Drug Abuse Commission for follow-up services to clients and their families. Staff were hired and trained for the St. Louis Alcoholism Rehabilitation Centre in late 1979 and its first clients were admitted in January of 1980.

LEGISLATIVE AUTHORITY

Under authority of the Public Health Act, the Board of Governors of the St. Louis Alcoholism Rehabilitation Centre was established by Order-in Council 165/79 of February 1, 1979.

The Centre is designated as a Correctional Facility by Order of the Minister of Justice pursuant to Section 20 of the Corrections Act.

FUNDING

The Centre is funded by Saskatchewan Health. Its operating funding received in the 2003/04 fiscal year was $756,148. Actual expenditure was $758,150. Cost per client day was $109.86.

STAFFING

The St. Louis Centre has a staff compliment of 11 full-time, 3 permanent part-time and 6 casual positions.

It operates with a Director, an Administrative Clerk, 4 full-time addiction counsellors, 1 part-time Assistant Counsellor, 1 full-time and 1 part-time shift co-ordinator, 2 full-time, one part-time and 6 casual Attendants, 1 full-time and 1 part-time kitchen staff, 1 casual janitor and 1 full-time janitor/maintenance staff.

The Director of the Centre reports to the Chairperson of the Board.

PURPOSE

To provide a residential treatment option to adult clients who have been convicted of a second or subsequent impaired driving offense and who could benefit from substance abuse intervention.

PROGRAM OBJECTIVES

1. To provide a caring, healthy, supportive and drug free environment.

2. To initiate and/or continue the motivational assessment process.

3. To develop an individualized, on going plan with each client.

4. To provide intensive, concentrated education in the areas appropriate to the individual client's needs.

5. To provide an opportunity for an intensive, concentrated period of self-evaluation and skill building appropriate to the individual.

6. To facilitate change through group counselling, individual counselling, workshops, social interactions, recreation and nutrition management.

7. To maintain positive public relations and coordination with other agencies, self-help groups and concerned citizens in the community.

8. To provide educational and therapeutic information and materials for clients and general public.

PROGRAM

During the 2003/04 fiscal year, 6901 days of care were provided to 501 clients.

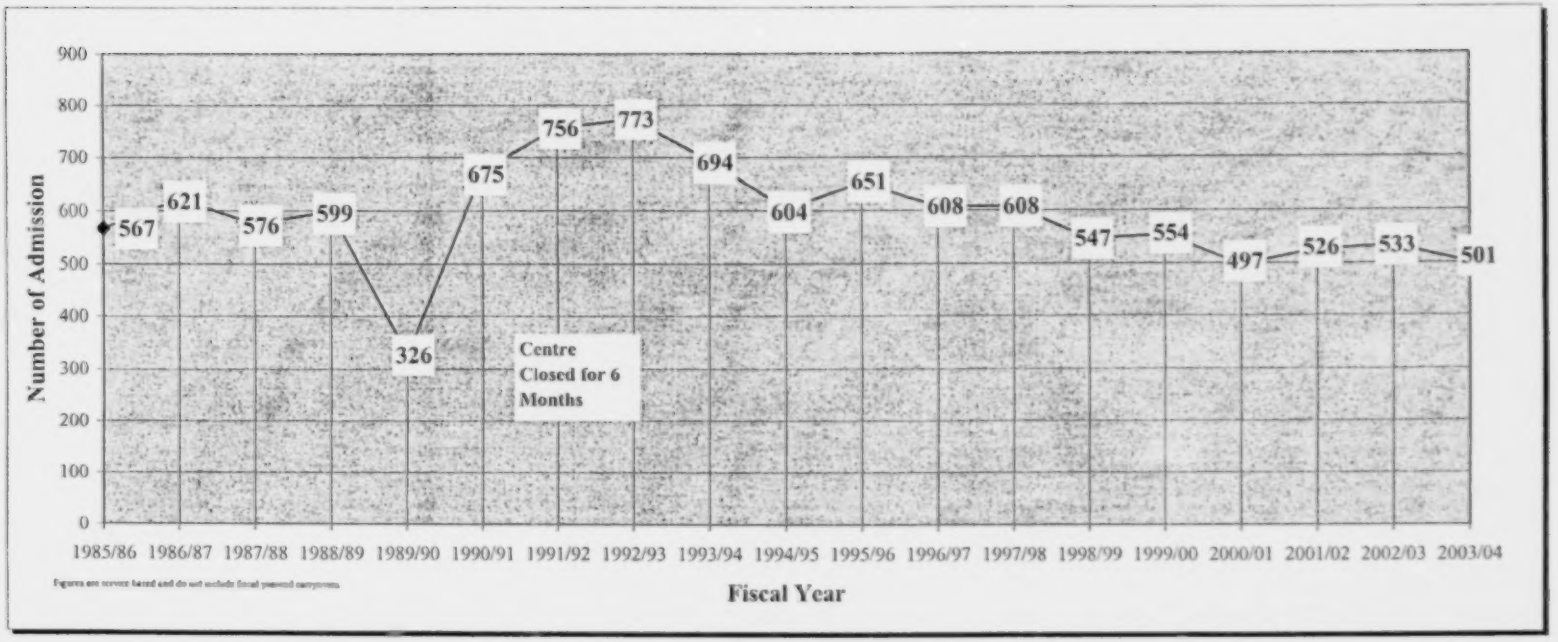
Clients are referred to the Centre by referral and placement co-ordinators from the Department of Corrections and Public Safety. These co-ordinators, located in Prince Albert, Saskatoon and Regina, identify offenders who could potentially benefit from the program and make a recommendation to the Court. They assess clients for previous drinking related charges and any history of violence or escape. They further insure that the primary cause for incarceration is a charge under Section 253 - Impaired Driving, 253b - Driving Over .08, 254 - Refusing a breathalyser, 255 - Impaired Penalty or 263 - Disqualified Driving (as a result of impairment) of the Criminal Code.

An extended criteria clause also permits inmates to be referred to the St. Louis Alcoholism Rehabilitation Centre from other Provincial Correctional Centres. The inmates must have alcohol or other drug related charges as well as prior impaired driving convictions.

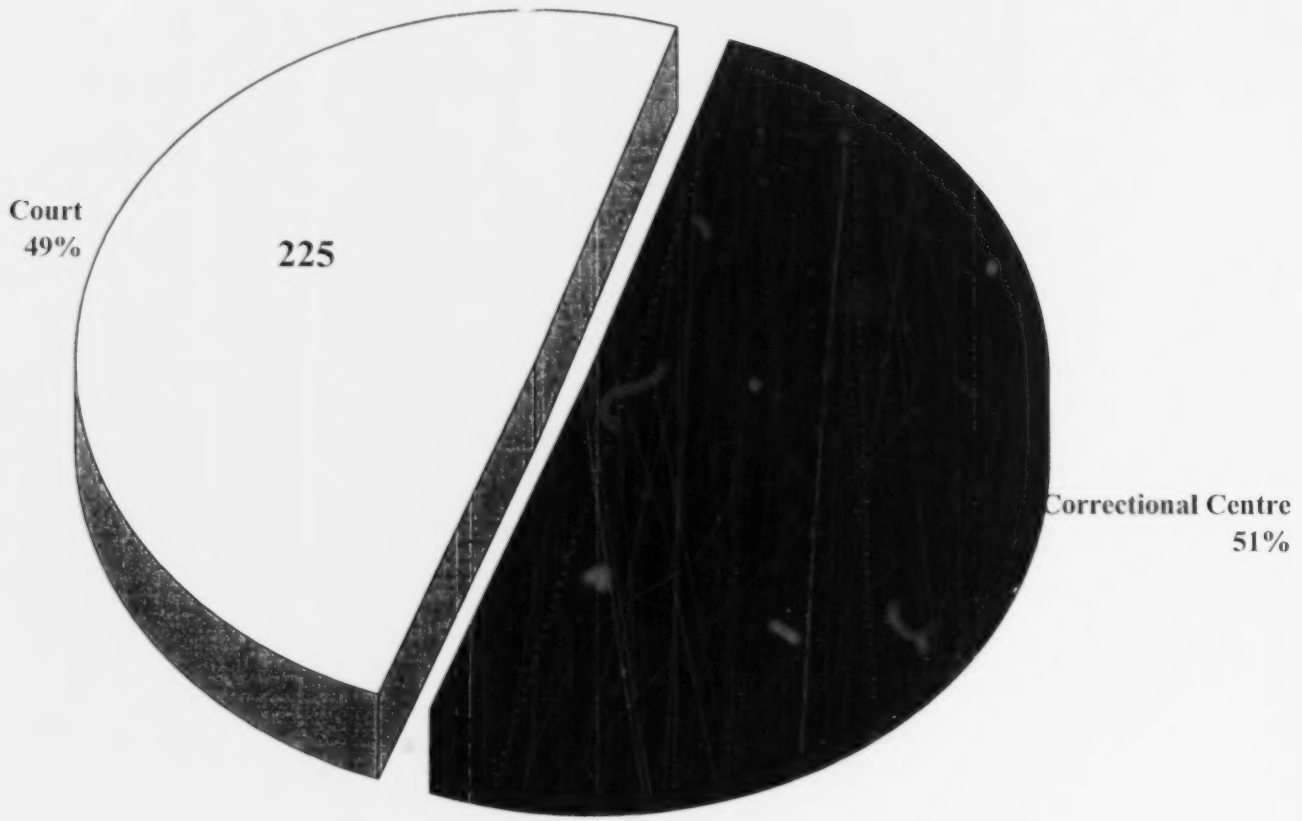
The St. Louis Program is presented over a fourteen day period and is designed to screen clients for severities of substance abuse problems, provide education related to positive choices and skills to maintain changes. Extensive reference is made to the relationship between drinking and driving, with two and one half days devoted exclusively to the Driving Without Impairment Program (D.W.I.).

The entire program is reviewed regularly to maintain currency with new information and techniques.

Upon completion of the residential portion of the Impaired Driver Treatment Program, clients are discharged to participate in a six month follow-up program supervised by staff from Alcohol and Drug Services.


Number of Admission
900
800
700
600
500
400
300
200
100
0
567
621
576
599
326
675
756
773
694
604
651
608
608
547
554
497
526
533
501
Centre Closed for 6 Months
1985/86 1986/87 1987/88 1988/89 1989/90 1990/91 1991/92 1992/93 1993/94 1994/95 1995/96 1996/97 1997/98 1998/99 1999/00 2000/01 2001/02 2002/03 2003/04
Fiscal Year

Alcohol and Drug Services Management Information System
Clients Referred to the St. Louis Alcoholism Rehabilitation Centre
2003/04

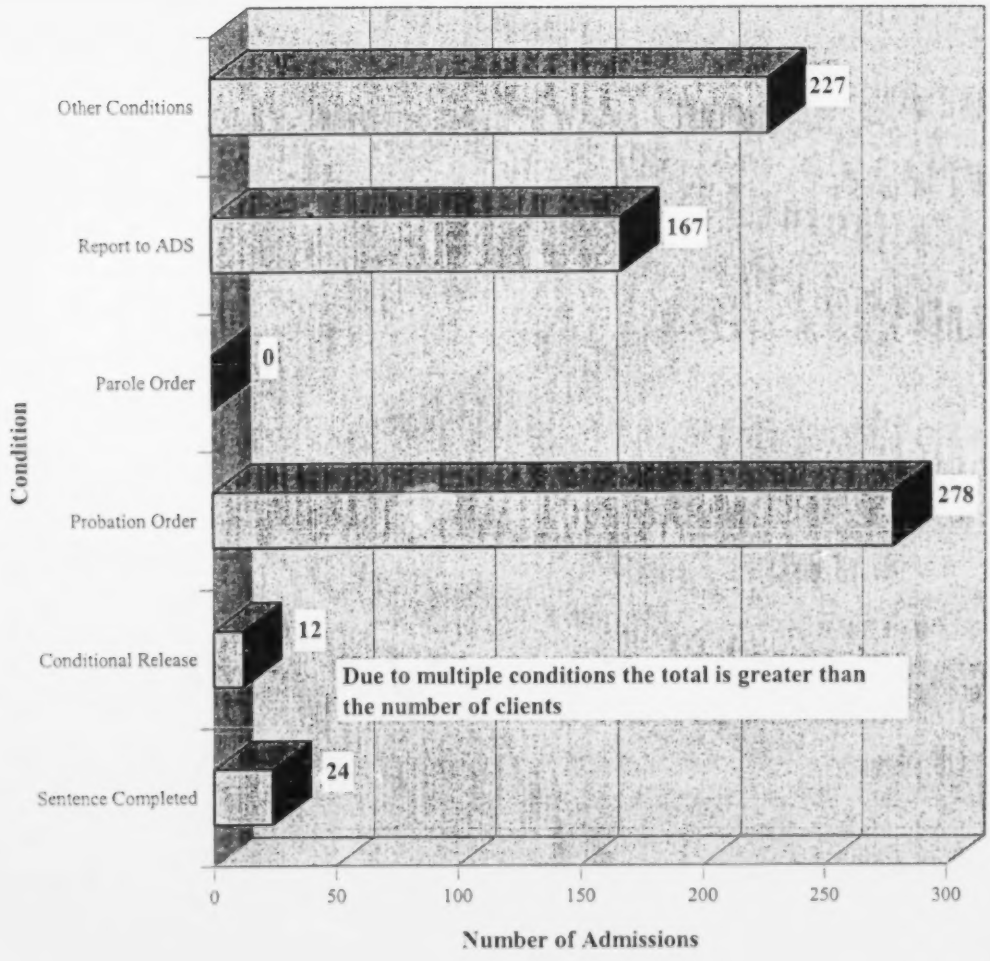


Figures are services based and do not include fiscal yearend carryovers.

Information Products Group/dh
HISC
Saskatchewan Health

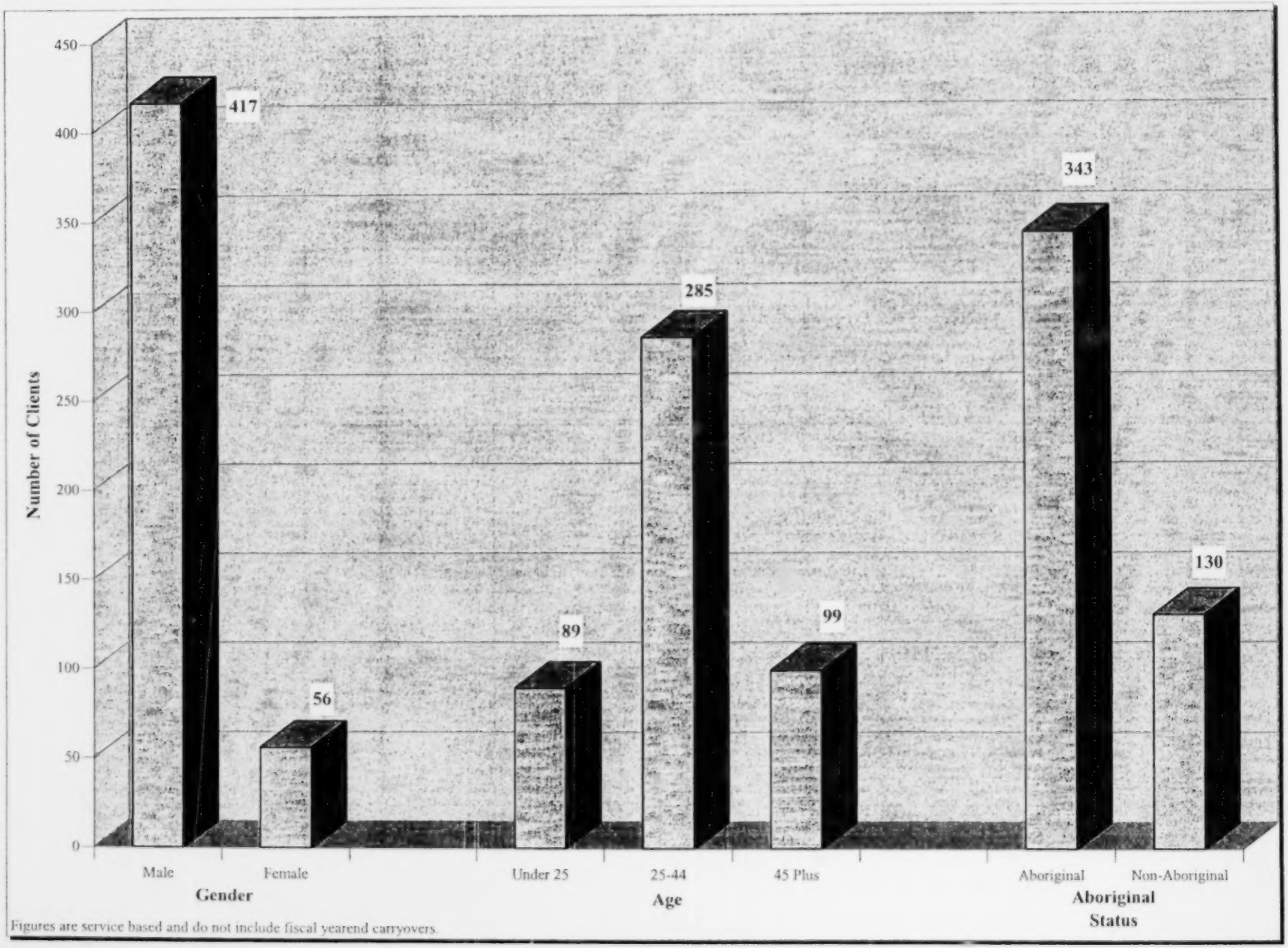
06/23/2004
Court Correction

Condition of Release



Figures are service based and do not include fiscal yearend carryovers.

Alcohol and Drug Services Management Information Systems
Profile of Clients at the St. Louis Alcoholism Rehabilitation Centre
2003/04



Figures are service based and do not include fiscal yearend carryovers.

Information Products Group/dh
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Saskatchewan Health

06/23/2004
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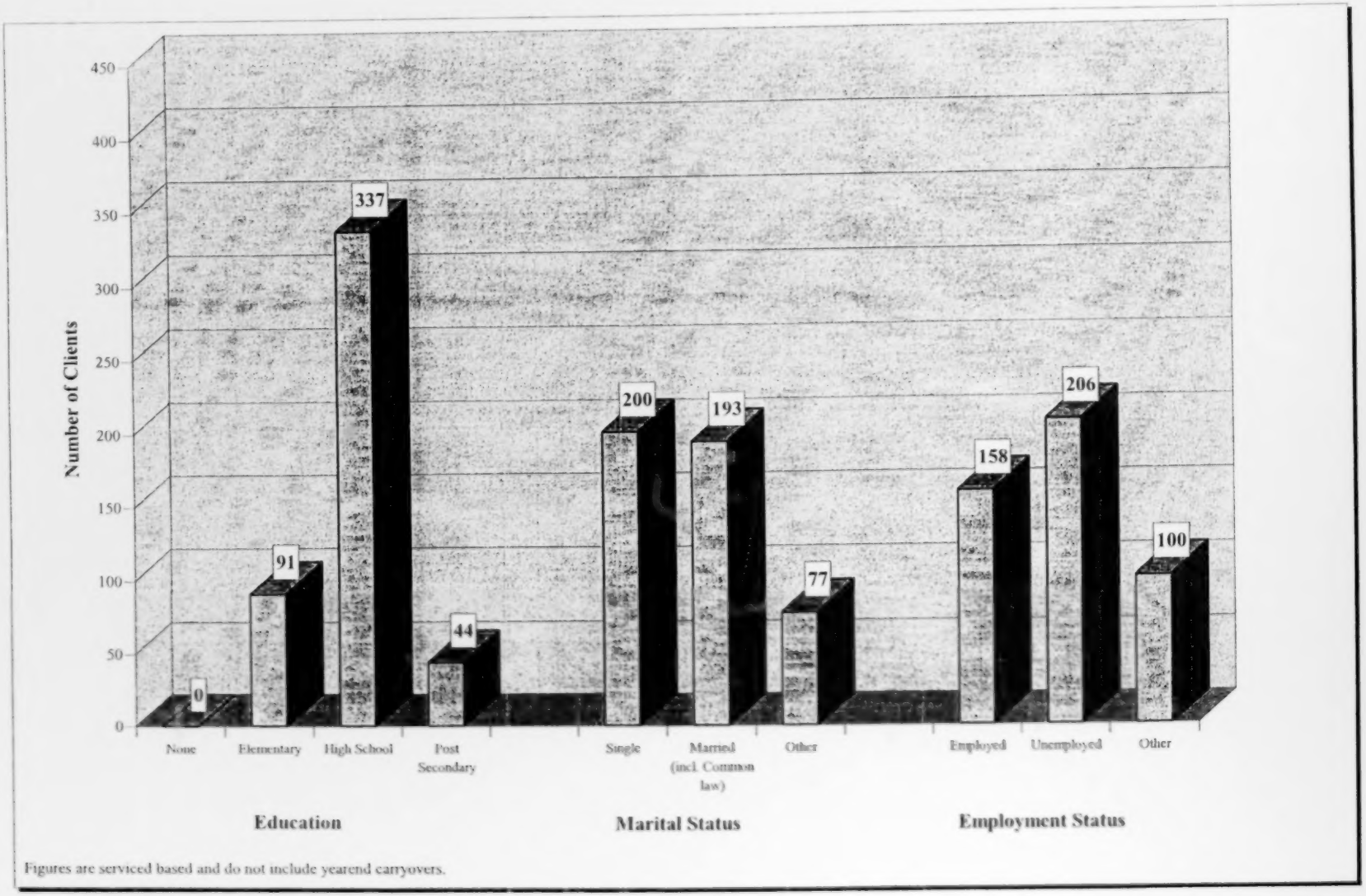
Alcohol and Drug Services Management Information System
Profiles of Clients Admitted to the St. Louis Alcoholism Rehabilitation Centre
2003/04



Figures are serviced based and do not include yearend carryovers.

Information Products Group/dh
HISC
Saskatchewan Health

06/23/2004
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REPORT OF MANAGEMENT

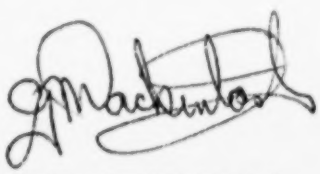
Management is responsible for the integrity of the financial information reported by the St. Louis Alcoholism Rehabilitation Centre. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information in accordance with the Canadian Generally Accepted Accounting Principles, which are consistently applied, with any exceptions specifically described in the financial statements.

The accounting systems used by the Centre include an appropriate system of internal controls to provide reasonable assurance that:

- transactions are authorized;
- the St. Louis Centre's assets are protected from loss and unauthorized use; and
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information.

Management of the St. Louis Alcoholism Rehabilitation Centre is responsible for financial reporting and internal control. The St. Louis Board of Governors has also reviewed the financial statements with representatives of management.

The Provincial Auditor Saskatchewan has audited the St. Louis Alcoholism Rehabilitation Centre's statement of financial position as at March 31, 2004 and the related statements of operations, cash flows and changes in net assets for the year then ended. Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's report outlines the scope of their audit and their opinion.



Christopher Mackintosh
Chairperson of the
St. Louis Board
of Governors

Michele Ketzmerick
Director
St. Louis Centre

St. Louis, Saskatchewan
June 2004

Provincial Auditor Saskatchewan

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1920 Broad Street
Regina, Saskatchewan
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SASKATCHEWAN

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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the St. Louis Alcoholism Rehabilitation Centre Inc. as at March 31, 2004 and the statements of operations, cash flows, and changes in net assets for the year then ended. The Centre's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the St. Louis Alcoholism Rehabilitation Centre Inc. as at March 31, 2004 and the results of its operations, cash flows and changes in net assets for the year then ended in accordance with Canadian generally accepted accounting principles.

Fred Wendel, CMA, CA
Provincial Auditor

Regina, Saskatchewan
April 29, 2004

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.

FINANCIAL STATEMENTS

For the Year Ended March 31, 2004

Statement 1

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.
STATEMENT OF FINANCIAL POSITION
As at March 31

	2004	2003
ASSETS		
Current Assets		
Cash (Statement 3)	$ 5,900	$ 32,170
Accounts receivable	2,036	2,468
Inventory, at cost	7,857	8,800
Total current assets	15,793	43,438
Non-current assets		
Restricted cash (Note 5(b) & (c))	46,310	20,000
Property, plant and equipment (Note 6)	45,490	63,644
Total non-current assets	91,800	83,644
	$ 107,593	$ 127,082
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued charges	$ 5,895	$ 6,539
Due to Saskatchewan Health (Note 10)	---	14,974
Total current liabilities	5,895	21,513
Net Assets (Note 5)		
Net assets invested in property, plant and equipment	45,490	63,644
Net assets restricted (Note 5(b) & (c))		
- Equipment and furnishings reserve	20,000	20,000
- General reserve	26,310	---
Unrestricted net assets	9,898	21,925
Total net assets (Statement 4)	101,698	105,569
	$ 107,593	$ 127,082

(See accompanying notes to the financial statements)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.
STATEMENT OF OPERATIONS
Year Ended March 31

	2004		2003
	Budget (Note 11)	Actual	Actual
Revenue			
General Revenue Fund - Saskatchewan Health	$ 771,122	$ 771,122	$ 747,865
Interest	100	42	37
Meals	100	144	---
Miscellaneous	7,000	6,805	8,518
	778,322	778,113	756,420
Expenses			
Salaries and employee benefits	583,709	565,313	553,945
Food	52,500	48,491	49,426
Utilities	49,000	51,841	50,086
Rent (Note 3)	24,000	24,000	24,000
Building maintenance	13,000	21,356	13,312
Amortization of property, plant and equipment	---	22,404	22,184
Contractual services	10,000	11,036	10,735
Miscellaneous	4,333	4,775	2,700
Printing, postage and office supplies	10,200	7,618	6,664
Insurance	6,280	6,780	5,152
Furniture and equipment rental	---	3,934	4,366
Staff training and travel	5,100	3,137	5,352
Board honoraria and expenses	6,000	6,334	3,729
Vehicle expenses	4,000	3,206	3,220
Professional services	3,000	329	6,146
Loss on disposal of property, plant and equipment	---	1,430	---
	771,122	781,984	761,017
(Deficiency) excess of revenue over expenses (Statement 4)	$ 7,200	$ (3,871)	$ (4,597)

(See accompanying notes to the financial statements)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.
STATEMENT OF CASH FLOWS
Year Ended March 31

	2004	2003
Cash from operating activities		
Cash received from Government Grant	$ 756,148	$ 752,182
Cash received from operations	7,619	8,679
Cash paid to suppliers and employees	(758,449)	(741,187)
Interest received	42	37
Net cash from operating activities	5,360	19,711
Investing activities		
Acquisition of property, plant and equipment	---	(7,284)
Net cash used in investing activities	---	(7,284)
Financing Activities		
Transfer from restricted cash to unrestricted cash	1,160	---
Transfer from unrestricted cash to restricted cash	(32,790)	---
Net cash used in financing activities	(31,630)	---
Net (decrease) increase in cash	(26,270)	12,427
Cash, beginning of year	32,170	19,743
Cash, end of year (Statement 1)	$ 5,900	$ 32,170

(See accompanying notes to the financial statements)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.
STATEMENT OF CHANGES IN NET ASSETS
Year Ended March 31

	2004					2003
	Invested in Capital Assets	Restricted for Equipment & Furnishing Reserve	General Reserve	Unrestricted	Total	Total
Balance, beginning of year	$ 63,644	$ 20,000	---	$ 21,925	$ 105,569	$ 110,166
(Deficiency) excess of revenue over expenses (Statement 2)	(23,834)	---	---	19,963	(3,871)	(4,597)
Investment in property, plant and equipment	5,680	(5,680)	---	---	---	---
Cash transferred to unrestricted	---	(1,160)	---	1,160	---	---
Cash transferred to reserve	---	6,840	26,310	(33,150)	---	---
Balance, end of year	$ 45,490	$ 20,000	$ 26,310	$ 9,898	$ 101,698	$ 105,569

(See accompanying notes to the financial statements)

ST. LOUIS ALCOHOLISM REHABILITATION CENTRE INC.
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2004

1. Authority

Pursuant to Section 85 of *The Public Health Act*, a board of governors was established on February 1, 1979 to operate an alcoholism rehabilitation hospital to be known as the St. Louis Alcoholism Rehabilitation Centre Inc. (the Centre). The Centre commenced operations on October 1, 1979. The Centre was incorporated and registered under *The Non-Profit Corporations Act, 1995* on July 29, 1999.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant accounting policies:

a) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenue and expenses during the reporting period. Actual results could differ from these estimates.

b) Property, Plant and Equipment

Property, plant and equipment are recorded at cost. Normal maintenance and repairs are expensed as incurred. Capital assets are amortized on a straight-line basis over their estimated useful lives (3 to 20 years). Assets costing less than $200 are expensed in the current year.

c) Revenue

Revenue includes contributions from General Revenue Fund - Saskatchewan Health. Amounts are included in revenue in the year in which they are received or receivable.

d) Inventory

Inventories consist of food and maintenance items. They are valued at cost. Cost is determined by using the first in, first out method.

3. Commitments

Operating Lease

The Centre's land and buildings have been leased for a period of one year to March 31, 2005 at a cost of $26,400 for the year.

4. Other Activities

The Centre's canteen provides miscellaneous items to staff and clients. It is operated by staff of the Centre on a volunteer basis and does not form part of the Centre's operations. Canteen profits and any client donations received are used to purchase recreation equipment for the use of clients. The total cash held by the Centre as at March 31, 2004 was $11,570 (2003 - $12,999).

The Centre also holds funds in safekeeping for clients during their stay at the Centre. These funds kept at the Centre are minimal and do not earn interest.

The above activities are not reflected in these financial statements.

5. Net Assets

a) Unrestricted Net Assets

This represents advances received from Saskatchewan Health (a related party) and is reduced by: amounts required to pay expenses and amounts recovered by Saskatchewan Health as set out by the Health Reserve Policy and Financial Reporting Guide.

b) Restricted for Equipment and Furnishing Reserve

The Saskatchewan Health Reserve Policy and Financial Reporting Guide allows the Centre to annually retain a surplus from operations to a maximum of $20,000 provided the amounts are transferred to the Equipment and Furnishing Reserve. The maximum of $20,000 may be exceeded with approval from Saskatchewan Health.

c) Restricted for General Reserve

The Saskatchewan Health Reserve Policy and Financial Reporting Guide allows the Centre to segregate all funds received from donations and fund raising activities. In 2003/04 the board passed a resolution to transfer $26,310 into this reserve. Of this amount $19,361 is related to revenue generated from fund raising activities from previous years. For the year 2003/04 $6,949 from fund raising activities was transferred into the General Reserve by board resolution.

6. Property, Plant and Equipment

	2004			2003		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Furniture & equipment	$ 129,175	$ 83,685	$ 45,490	$ 139,153	$ 82,963	$ 56,190
Leasehold improvements	22,363	22,363	---	22,363	14,909	7,454
	$ 151,538	$ 106,048	$ 45,490	$ 161,516	$ 97,872	$ 63,644

7. Financial Instruments

Financial instruments consist of:

Cash
Accounts receivable
Accounts payable

- there are no significant terms and conditions related to the financial instruments that may affect the amount, timing and certainty of future cash flows, therefore the Centre does not face interest rate risk.
- the Centre is exposed to minimal credit risk as most of the Centre's receivables are from provincial and federal governments.
- the carrying values of the financial instruments approximate their fair value due to their immediate or short-term nature.

8. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown corporations, departments, agencies, boards and commissions related to the Centre by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

The Centre's related party transactions are in the normal course of operations. These transactions are recorded at exchange amounts agreed to by the related parties and amount to $109,055 (2003 - $101,815) for the year ended March 31, 2004.

9. Pension Plan

The Centre participates in the Public Employees Pension Plan which is a defined contribution plan. The Centre's financial obligation to the Plan is limited to making regular payments to match the amounts contributed by employees for current service. The Centre's pension expense for 2004 amounts to $21,494 (2003 - $20,271) and is included in salaries and employee benefits.

10. Due to Saskatchewan Health

This represents excess cash received from Saskatchewan Health for the year that remains unspent at year end. This amount is recoverable by Saskatchewan Health as set out in their Health Reserve Policy and Financial Reporting Guide.

11. Budget

These amounts represent the budget approved by the Centre's Board of Governors.